

# APPLICATION FOR EMPLOYMENT

31088 SAN CLEMENTE STREET • HAYWARD, CA 94544 • TEL: (510) 489-8398 • FAX: (510) 477-9288

**IMPORTANT INSTRUCTIONS:** Please print and answer all the questions completely in the space provided. A resume will not substitute for ANY part of this application.

Last Name	First	Middle	Former Name Used/Maiden	Social Security Number
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Present Address (Street/P. O. Box)	City	State	Zip	Phone: (    ) Pager: (    ) E-mail:
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Are you legally able to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Driver's License # Exp. Date:	Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	How did you learn about Helitek? <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Campus <input type="checkbox"/> Other <input type="checkbox"/> Employee Referral <input type="checkbox"/> Website
Type of Position Interested	Annual Salary Requirements	Shift(s) available to work <input type="checkbox"/> Day <input type="checkbox"/> Grave <input type="checkbox"/> Swing	Name of relatives (previous/current) employed by Helitek

### U.S. MILITARY HISTORY

Branch	Date Entered	Date Discharged	Type of Discharge	Highest Rank Attained and Unit
Armed Forces Reserve Branch or National Guard <input type="checkbox"/> Active <input type="checkbox"/> Inactive	Indicate Specific Skills in the U.S. Armed Forces			

### EDUCATIONAL BACKGROUND

School	Name and Address	Major	Level Completed (Circle)	Degree Attained	Your Name at Time	G.P.A.
High School	Name: Address:		9 10 11 12			
Business or Technical	Name: Address:					
College	Name: Address:		1 2 3 4			
Graduate School	Name: Address:					

List other training or extra curricular activities relevant to position for which you are applying:

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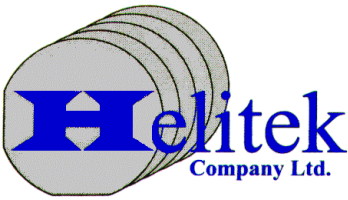


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I authorize the release of my academic records from the above schools, colleges and universities.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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## FOREIGN LANGUAGE

Language	Speak			Read			Write		
	Fluent	Good	Fair	Fluent	Good	Fair	Fluent	Good	Fair

## EMPLOYMENT HISTORY

Please list employment for at least the last ten years, listing most recent first, including U.S. Military, if applicable.

Employment Dates Month/Year	Position Held (Title & Duties)	Employer Name/Address	Immediate Supervisor (Title/Contact Phone Number)	Salary/Wage	Reason for Leaving
From	Start		Name:	Start	
To	End		Title:	End	
From	Start		Name:	Start	
To	End		Title:	End	
From	Start		Name:	Start	
To	End		Title:	End	
From	Start		Name:	Start	
To	End		Title:	End	
From	Start		Name:	Start	
To	End		Title:	End	

Have you ever been discharged by a previous employer or resigned upon threat of termination?

Yes     No    If yes, state employer and reason \_\_\_\_\_

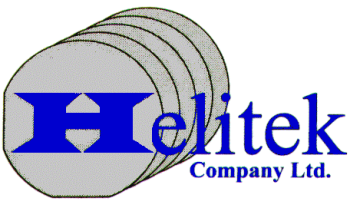
If currently employed, why do you desire to change your present position?

\_\_\_\_\_

## PROFESSIONAL REFERENCES

List three persons who are familiar with your work and skills (other than supervisors listed above)

Name/Title	Company Name/Address	Phone Number	Years Known
Name Title		(   )	
Name Title		(   )	
Name Title		(   )	



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## SPECIAL SKILLS

I have had experience with the following skills, occupations, office or factory machines:

Skill/Occupation	Years Exp.	Skill/Occupation	Years Exp.	Skill/Occupation	Years Exp.
Accounting or Bookkeeping		Finance		Sales	
Administrative (Specify)		Forklift Truck Driver		Secretary	
Assembly		Graphic or Computer Aided Design		Shipping/Receiving	
Blueprint Reading		Janitorial		System Administration	
Brazing		Management		Training	
Clerical (Specify)		Marketing		Typing @ wpm	
Computer Repair		Presentation/Trade show		Switchboard No. of lines:      Type:	
Customer Service		Programming (Specify)		Word Processing	
Facility Maintenance		Recruiting			
Please list all other special skills that you think will be helpful for Helitek Co. Ltd.					
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Supplemental/additional information which will aid in the evaluation of your professional qualifications (Attach resume, if available)

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